

## PRINTING CONTRACT ORDER FORM

### PAMPHLET\$ & BOOKLET\$ LARGER THAN 6" X 9"

Contract No.: 405380

Agency's Order No.: \_\_\_\_\_

Delivery Address:

Billing Address:

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Mailing address)

\_\_\_\_\_  
(Mailing address)

\_\_\_\_\_  
(City/State/Zip Code)

\_\_\_\_\_  
(City/State/Zip Code)

\_\_\_\_\_  
(Delivery contact person)

\_\_\_\_\_  
(Accounts Payable Contact)

**Name/Description of Publication:** \_\_\_\_\_

Quantity: \_\_\_\_\_ Exact Reprint? \_\_\_\_\_ Delivery desired: \_\_\_\_\_

Specifications:

Trim Size of Book (page size): \_\_\_\_\_ No. of Pages: \_\_\_\_\_

Paper for Cover: \_\_\_\_\_ Paper for Text: \_\_\_\_\_

Ink Colors – Cover: \_\_\_\_\_ Ink Colors – Text: \_\_\_\_\_

Materials provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Binding: \_\_\_\_\_

Additional information/instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency contact for questions: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Approving Authority:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date